

University of Science & Arts of Oklahoma

Student Financial Obligations & Tuition Collection Policy

Students with outstanding financial obligations to the University of Science & Arts of Oklahoma are not eligible to enroll in a subsequent term and will not be issued a diploma until the debt has been resolved with the Bursar in the Student Finance office.

Collection of Fees and Tuition

All tuition fees are due on or before the drop date of each semester, or a payment arrangement must be established by the drop date. See the academic calendar for [add/drop dates](#).

Late accounts (any unpaid balance after the add/drop date within the current enrolled term) after the drop date, a \$25 monthly late payment fee is added, and full payment of all charges is required. A late balance not resolved by the last day of the term will be considered delinquent and subject to the delinquent account policies outlined below.

Delinquent accounts (any outstanding balance carried over from a prior term) may be subject to additional costs, including collection fees, legal fees, interest, and any other approved costs of collection. Additionally, the University of Science and Arts of Oklahoma participates in the Oklahoma Tax Commission Warrant Intercept Program, which deducts outstanding balances from state tax refund checks. Delinquent accounts not paid by November 1 may be submitted to the Oklahoma Tax Commission for processing.

Enrollment for Late and Delinquent accounts.

Students with past-due balances exceeding \$999.99 may not enroll in classes. If a student enrolls with an existing balance, the remaining balance must be paid in full before the first day of the next term in which the student is enrolled. This balance is not eligible for a payment plan. The University reserves the right to unenroll any student whose payment has not been received by the start of the next term. A payment plan extending beyond the end of the current term does not grant the student the right to enroll in or attend the following term.

Students currently enrolled in an active, in-good-standing payment plan for the current term are eligible to enroll in future terms, provided payments remain current. If a payment plan lapses or a balance becomes delinquent, enrollment in future terms will be subject to unenrollment policy.

Unenrollment Policy – Late and Delinquent Accounts

Students who fail to pay tuition and fees in full by the add/drop date, or who enter into a payment agreement and subsequently fail to meet the scheduled payment deadlines, are subject to administrative removal from future enrolled courses. This policy applies to future-term enrollment only; students will not be removed from currently enrolled courses under this policy.

The Bursar will issue a written notice to the student's USAO email address upon failure to complete payment arrangement in full by that scheduled *end date* of arrangement. Students who do not resolve the outstanding balance — including all late fees and missed installments — within 10 business days of that notice will be dropped from any future enrolled courses without further notice.

Unenrollment Exception: An Unenrollment Exception Form submitted during this 10-day period will place the unenrollment process on hold pending review. The completed form must be submitted to the Bursar along with any required supporting documentation and payment history for consideration. The student will be notified of the outcome by the Bursar once the university's review process is complete.

Once a balance is paid in full, the student may re-enroll in previously dropped courses, subject to course availability and space. Reinstatement into a previously dropped course is not guaranteed.

Removal from courses does not extinguish the financial obligation incurred under the Registration Agreement.

Registration Agreement

By enrolling for the upcoming semester, students agree to the following terms:

1. I hereby understand that by enrolling for the upcoming semester, I am making a commitment to attend and pay for these courses.
2. I understand that if I do not attend, I must drop my courses before the end of the designated drop period, or I will be obligated to pay tuition and fees assessed, and I also realize that I will receive failing grades in these courses.
3. I acknowledge that non-attendance DOES NOT constitute withdrawal OR extinguish the debt from my registration.
4. I agree to pay all attorney fees and other reasonable collection costs and charges necessary for the collection of any principal and interest due. Collection fees can be as much as 50%.
5. I authorize USAO and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es), or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to

USAO, or to receive general information from USAO. I authorize USAO and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails in their efforts to contact me. I understand that I may withdraw my consent to call my cellular telephone by submitting my request in writing to the applicable contractor or agent contacting me on behalf of USAO.

6. If you accept these conditions and any charges incurred as a result of registering for courses, select "Accept" below.